

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 413 – Pay Advances – New Teachers</b>	
Related LCSDF AP's		
Form(s)	F 413.1 – Payroll Advance Form - New Teacher	
References:	<i>The Education Act, 1995</i> sections 85, 87	
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### **Background**

The Division recognizes the financial impact of teachers starting employment with Lloydminster Catholic School Division.

### **Procedures**

1. Pay advances will be in the amount of one thousand dollars (\$1,000).
2. Pay advances will only be granted once at the start of employment.
3. Application F413.1 – Payroll advance Form-New Teacher must be delivered to the Human Resource Administrator within the first week of employment.
4. The advance will be deducted half from the employee's second month's cheque and half from the employee's third month's cheque.